

**WORKFORCE SERVICES**

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**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM****ORIENTATION VERIFICATION**

PARTICIPANT NAME: \_\_\_\_\_

☐ Participant ☐ Host Agency

ORIENTATION PROVIDED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

Check each item of orientation provided. The signed original should be kept in the participant's or host site's file.

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|---|--|
| <p><b>GENERAL INFORMATION</b></p> <p><input type="checkbox"/> History &amp; Structure of SCSEP and relationship to US DOL</p> <p><input type="checkbox"/> Philosophy and Goals of SCSEP</p> <p><input type="checkbox"/> Personnel Policy of SCSEP Agency</p> <p><input type="checkbox"/> Grievance Procedures</p> <p><b>WORKING HOURS AND WAGES</b></p> <p><input type="checkbox"/> Hours of Work Experience/Training</p> <p><input type="checkbox"/> Pay Period &amp; Preparation of Time Sheet</p> <p><input type="checkbox"/> Leave Without Pay</p> <p><input type="checkbox"/> Make-up Time</p> <p><input type="checkbox"/> Volunteer Hours</p> <p><b>FRINGE BENEFITS</b></p> <p><input type="checkbox"/> Workers Compensation</p> <p><input type="checkbox"/> Annual Physical</p> <p><input type="checkbox"/> Rescheduling Missed Hours Due to Federal Holiday/Illness</p> <p><b>WRITTEN MATERIALS PROVIDED</b></p> <p><input type="checkbox"/> Enrollment Agreement</p> <p><input type="checkbox"/> Training Assignment Description</p> <p><input type="checkbox"/> Personnel Policies/Grievance</p> <p><input type="checkbox"/> Procedures/Prohibited Political Activities or handbook containing the same</p> | <p><b>HOST AGENCY/TRAINING SITE RESPONSIBILITIES</b></p> <p><input type="checkbox"/> Job Search/Unsub. Placement Assistance</p> <p><input type="checkbox"/> Training &amp; Advancement Opportunities</p> <p><input type="checkbox"/> Supervision (On-Site)</p> <p><input type="checkbox"/> Workplace Health &amp; Safety</p> <p><input type="checkbox"/> Liability / Insurance</p> <p><input type="checkbox"/> Transportation</p> <p><input type="checkbox"/> Nondiscriminatory Treatment</p> <p><input type="checkbox"/> Supportive Services</p> <p><input type="checkbox"/> Non-Federal, In-Kind Contribution and Other Reports</p> <p><input type="checkbox"/> Nepotism</p> <p><input type="checkbox"/> Maintenance of Effort</p> <p><input type="checkbox"/> SCSEP Meetings</p> <p><b>PARTICIPANT RESPONSIBILITIES</b></p> <p><input type="checkbox"/> Enrollment Agreement</p> <p><input type="checkbox"/> Job Search</p> <p><input type="checkbox"/> Individual Employment Plan</p> <p><input type="checkbox"/> Training Site Transfers</p> <p><input type="checkbox"/> Recertification and Annual Physical</p> <p><input type="checkbox"/> Training Seminars/SCSEP Meetings</p> <p><input type="checkbox"/> Work Standards</p> <p><input type="checkbox"/> Safe Work Practices</p> <p><input type="checkbox"/> Political / Religious Activities</p> <p><input type="checkbox"/> Drug and Alcohol Policy</p> <p><input type="checkbox"/> Follow-Up</p> |
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**AGREEMENT**

I have been instructed in the above topics and given adequate opportunity to ask questions for clear understanding of all topics. I understand my role and responsibilities, as outlined in Form 84B, while in SCSEP and during my time spent at the host agency.

\_\_\_\_\_  
PARTICIPANT SIGNATURE\_\_\_\_\_  
DATE

## SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

### ROLE AND RESPONSIBILITIES

#### INSTRUCTIONS

Participants and Host Site must be provided full orientation *after* a participant has been assigned to a community service positions. The Department of Labor and Regulation (DLR) Employment Specialist must review, in detail, each element with the participant and must indicate by check mark that the items have been reviewed. The participant must be provided a copy of this form and all supplemental documentation. The participant file must include a fully signed and executed copy of all pages of this Orientation Record.

☐ **Program Goals and Objectives:** The goal of the SCSEP is to provide community service opportunities to unemployed, low-income individuals who are 55 and older with low employment prospects, so they can gain new job skills through paid or subsidized training a non-profit organization of public entity.

SCSEP is not permanent employment, but a subsidized work experience and training program designed to teach the participant new and marketable skills so that they may enter the job market.

☐ **Purpose of Community Service Assignments:** The SCSEP helps unemployed older individuals who have poor employment prospects by placing them in part-time temporary job training through community service assignments. The purpose of a community service assigned is to provide meaningful training through work experience and job skills that can lead to unsubsidized employment. SCSEP is not a job; it is a training program – a stepping-stone to real employment with higher wages, benefits, and opportunities for advancement.

☐ **What Department of Labor and Regulation does:** DLR staff will work with the participant to establish employment goals, overcome barriers, develop an Individual Employment Plan (IEP), refer participants to programs or training, and develop and placement in community service assignment (CSA) to meet the participant's needs. *Refusal to cooperate with the training or employment goals in the Employment Plan may be cause for exit.*

☐ **The Participant's Role:** Participants are expected to obtain skills at a host agency and/or in classroom training, look for job opportunities, and follow-up on job leads. They will report any job-seeking activities to their employment specialist. Participants are expected to obtain unsubsidized employment after a reasonable period in SCSEP.

Participant must cooperate with SCSEP staff to develop a plan of action for their training and development (completion of skills/interest assessment, employment plan). Failure to seek unsubsidized unemployment may result in termination from the program. Participant shall not lobby or engage in partisan physical political activities (Hatch Act prohibitions).

Participant will accept periodic transfers to new training sites so that their skills may be increased. SCSEP will determine training assignments since the participant works for DLR and not the host agency.

Participant will perform assigned duties on the Training Agreement to the best of their abilities. If duties are not in training description, participant should inform SCSEP employment specialist.

Participant is subject to all SCSEP rules and regulations, including grievance procedures. If participant fails to follow rules, they may be subject to program termination due to cause.

Once participant is placed into unsubsidized employment, DLR will be following up with the employer to obtain wage information. Employer contact is an important part of SCSEP once someone exits the program. Be sure to provide accurate and complete employer contact information when filling out the Unsubsidized Employment form.

☐ **The Role of the Host Agency Supervisor:** Host agency supervisors provide support, skills training, on-going supervision, and a safe and healthy work environment. The host agency supervisor should reinforce that the SCSEP is a training program and encourage participants to find employment off the program.

☐ **Training Opportunities:** The host agency assignment provides skills training and experience, builds confidence, and establishes a record for a resume and references. A participant's training plan may indicate the need for basic training to help him/her get a job, such as reading or math refresher classes, GED training, or English as a second language. Other participants plans may include skills training such as computer, certified nurse's aide, or commercial drivers' license training. Once a participant has completed the training plan, he or she should be ready for unsubsidized employment.

☐ **Obligation to Report Lack of Training and Supervision:** Participants are assigned to a host agency to learn skills that will equip them for unsubsidized employment. If a participant is not performing duties consistent with the current job title and training plan, not gaining valuable skills or are training unsupervised, the participant must report this information to the DLR employment specialist.

☐ **Job Search Responsibilities:** Participants receive job search assistance from DLR and the host agency. All participants should be registered as a job seeker in DLR's job order database, SDWORKS. Participants must also attend a Job Search Assistance Program (JSAP) workshop, and regularly look for job openings. DLR employment specialists provides support, coordinates training plans, helps develop job opportunities, and assist participants in achieving goals outlined on the IEP. If a participant cannot obtain a job, the staff and participant discuss other available services. Next steps may involve developing a new training plan or determining that SCSEP services are no longer suitable, in which case the participant will exit the program.

☐ **Scheduled and Authorized Hours:** Participants train at a host agency for an average of 18 to 20 hours per week. Over time is not allowed. Authorized hours may be reduced to accommodate changes in the availability of funds. The host agency assures that the participant works the number hours authorized and specified in the participant's training assignment. Participants cannot perform community service for more hours than those authorized by DLR or to volunteer hours. The participant must leave the host agency when training hours are complete. Authorized hours may be reduced, increased, or eliminated to accommodate changes in availability of funds.

Participant is prohibited from volunteering extra time at the host agency without pay or compensatory time. This act is in violation of the U.S. Fair Labor Standards Act.

☐ **Federal Holidays:** If the host agency is closed on a Federal Holiday (5 U.S.C. 6103) the participant is scheduled for training, he/she will be permitted to make up the hours missed. Time can be made up in the same pay period, or in the pay period immediately preceding or following the one in which the participant's normal schedule is disrupted. No more than 40 hours can be claimed per week when making up time.

☐ **Time, Attendance, and Supervision:** The host agency supervisor is responsible for the accuracy of reported hours and signatures and for emailing or faxing the time sheet to Employment Specialists on the due date for each pay cycle. The host agency supervisor shall report on the participant time sheets a true and accurate statement of hours and participant supervision provided.

☐ **Wages and Fringe Benefits:** DLR will pay wages at a rate no less than state minimum wage, workers compensation, and physical examinations of participants.

☐ **Physical Examinations:** After enrollment in the SCSEP Program, participants will be offered at no cost, the opportunity to have a limited physical examination provided by the program. The Project staff will assist participants in obtaining a physical examination from a local resource if needed. Once enrolled, physical examinations are offered on an annual basis. The physical examination is for the participant's information only and a copy is not needed in the Project Office. If required by applicable health laws certain community service training assignments may require participants to have physical examinations. Under these circumstances if the participant objects to take the physical examination or share the results, the project director may limit or exclude the participant from a particular community service assignment.

☐ **Schedule and Method of Wage Payment:** Participants will be paid on a weekly basis. DLR preferred method of payment is by check. To receive payments, time sheets must be completed accurately, signed, dated, and submitted by

the due date for each pay cycle. Pay cycles are Saturday-Friday. Failure to follow submission guidelines will delay payment.

☐ **Email Account:** Each participant will be required to have an email account to receive electronic information about the SCSEP including, but not limited to: Program updates, timesheet follow-up, and copies of and/or notification of employment plan changes.

☐ **Leave without Pay (LWOP):** If it is necessary, a participant may take leave from his or her community service assignment without pay. Participant may apply for leave without pay for a leave of more than three (3) consecutive working days. If participant's leave without pay is approved, and if it exceeds more than three (3) working days, the participant will be placed on an approved break. Approved breaks may not exceed 60 days. The participant may not receive a guarantee of re-enrollment to the program due to program budget constraints. If the Participant has not returned to work by the end of the approved break, the participant will be terminated from the program and the participant will be issued a 30-day notice of intent to terminate.

☐ **Sick Leave:** If the participant is sick for less than three (3) consecutive days, he or she may make up the hours missed. Time can be made up in the same pay period (Saturday-Friday), or in the pay period immediately preceding or following the one in which the participant's normal schedule is disrupted. No more than 40 hours can be claimed per week when making up time.

☐ **Inclement Weather and Disaster Closings:** Participants, who are scheduled for training when the Host Agency is closed due to inclement weather or natural disasters, will not be paid for that time. Time can be made up in the same pay period (Saturday-Friday), or in the pay period immediately preceding or following the one in which the participant's normal schedule is disrupted. No more than 40 hours can be claimed per week when making up time.

☐ **Reporting Assignment Related Accidents:** The host agency supervisor must report all injuries sustained by a participant while at the host agency or training site within 24 hours of the accident to the Employment Specialist or the State Office.

☐ **Participant Progress Report:** The ultimate goal of the SCSEP is for each participant to attain unsubsidized employment, most often based on the quality of skills learned at the host agency. Host agency supervisors should evaluate participant training progress every 90 days in partnership with the employment specialist. Whenever host agency supervisors would like to discuss the progress of the participants assigned to their agency outside of the formal evaluation timeframe, they should contact their employment specialist.

When a Participant has learned all there is to learn on an assignment: upgraded training at the host agency may be recommended, or the participant may be transferred to another host agency, get an unsubsidized job, or leave SCSEP. Whenever possible, host agencies are encouraged to hire participants for vacant positions for which they qualify. Host agencies can also help participants by referring them to positions they know are available in the community and provide references.

☐ **Program Participation:** The length of time on the program varies for each participant and is based on individual training needs; however, the maximum duration of program participation is 48 months. The number of host agency training sites to which a participant is assigned varies for each participant and is based on individual training needs and the development of skills.

☐ **Participants and Host Agency Visitations:** At least twice a year, DLR staff will visit each participant and host agency to review program and administrative and service satisfaction. A safety assessment will be completed annually of all training sites.

Participant may receive a Customer Satisfaction Survey from the U.S. DOL or its agents and are expected to respond to the survey if they receive one.